NASA Procedural Requirements

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Subject: Physical Security Requirements for NASA Facilities and Property

Responsible Office: Office of Security & Program Protection

CHAPTER 4: Minimum Physical Security Requirements for Other Categories of NASA Property Not Necessarily Subject to Risk Assessment.

4.1 Miscellaneous Pilferable Assets (Includes Hand-Held Precision Tools, Lap-top Computers)

4.1.1. Tool sets and kits with lockable toolboxes.

These items, when not in use, shall be secured with a U.S. Government approved key-operated tumbler-type lock, consisting of either a padlock (including brass padlocks issued with the tool boxes) or a factory installed built-in key-operated tumbler type lock. The individual who signed for the set or kit shall retain the key. A duplicate key may be held by the supervisor, if it is stored in a locked container with controlled access.

4.1.2 Portable hand tools (e.g., electronic tools, tool sets or kits, and shop equipment).

Portable hand tools, tool sets or kits, and shop equipment. These items, when not in use and not under the surveillance of a responsible person (user, tool room keeper), shall be stored in a secure location. Non-portable items shall be secured in the building or van in which they are located. Doors and windows shall be closed and locked. Secure locations for portable items include:

4.1.2.1. A locked building or room or a locked metal equipment cage in a secured building.

4.1.2.2. A locked built-in cabinet, bin, or drawer in a secure room or bilding.

4.1.2.3. A locked drawer or compartment of a furniture item (wall locker, desk, etc.) in a secure room or building.

4.1.2.4. Attached to the building structure with a 5/16-inch chain or equivalent cable and a low security padlock or permanently fastened to a working surface.

4.1.2.5. Locally fabricated, lockable racks that, when locked, prevent toolbox lids from being opened or individually placed larger tools from being removed.

4.1.2.6. A locked enclosed truck, van, or vehicle trunk.

4.1.3. Common tools and portable shop equipment (includes power tools).

These items, when not on hand receipt to a user, shall be controlled through a locally devised receipt, sign-in/sign-out log, or exchangeable tag system. Tool checks (metal disks that can be stamped or etched with an employee's identification) are available through supply channels under national stock number (NSN) 9905-00-473-6336.

4.1.4. Access.

Access to tools and shop equipment shall be controlled to the maximum extent practical. If possible, access shall be limited to the user, the individual designated as responsible for items when not in use, and supervisory personnel.

4.1.5. Keys and locks used to safeguard tools.

Keys, locks, and protective seals used to safeguard hand tools, tool sets or kits, shop equipment, and the facilities in which they are stored or located shall be managed per Chapter 5 of this NPR. Master-keyed or keyed-alike lock-sets shall not be used to secure these items.

4.1.6. Special accountability.

Precision hand-tools that are made for a specific purpose, and are usually expensive to replace, shall be placed under special accountability. Consideration shall be given to marking these items for identification and accountability.

4.2 Administrative and Housekeeping Supplies and Equipment

4.2.1. Minimum physical security requirements for furniture and office equipment.

Office buildings or rooms in which these items are located shall be secured when no responsible member permanently assigned to that particular activity is present.

4.2.2. Minimum physical security requirements for office machines.

4.2.2.1. Buildings, rooms, and offices in which office machines are located shall be secured, whenever an individual permanently assigned to the activity is not present. Security shall consist of closing and locking appropriate doors and windows, as a minimum.

4.2.2.2. Automated systems, including word processing systems, shall be secured to preclude theft.

4.2.2.3. When size and weight allow, small office machines such as hand-held calculators and portable lap-top computers shall be locked in a desk or cabinet.

4.2.3. Minimum physical security requirements for expendable and consumable supplies.

4.2.3.1. At the office levels, items not issued for actual use shall be centrally stored in secure cabinets, containers, rooms, or buildings. Keys, locks, protective seals, and access to storage facilities shall be controlled.

4.2.3.2. Pilferable items (e.g., pens, pencils, etc.) shall be stored in a central supply closet or securable metal cabinet, and issued when needed.

4.3 Precious Metals/Materials

4.3.1. Physical Security Protective Measures.

Precious metals/materials shall be stored in secure containers within a locked room or a secure storage area. Large quantities shall be provided with additional protective measures, such as IDS and CCTV.

4.3.2. Security procedural measures.

4.3.2.1. Users of precious metals/materials shall establish an accountability system, if not required under other regulations, to properly control the metal/materials. The system shall include:

(a) Inventory log.

(b) Inspection process.

(c) Issuance and turn-in process.

4.3.2.2. The Offices of Security, Logistics, and users of precious metals/materials shall jointly conduct inspections of stocks to ensure storage, protection, and usage procedures are properly followed.

4.4 Mailrooms

4.4.1. Minimum physical security requirements for mailrooms.

4.4.1.1. Facilities housing these assets shall meet physical security requirements necessary to preclude unauthorized access. Existing facilities shall be retrofit to meet these requirements or other compensatory measures (e.g., access control system, IDS, etc.) implemented.

4.4.1.2. Installation of metal caging inside of a structure shall be considered for separation and control of mailroom areas.

4.4.2. Physical Security Measures.

4.4.2.1. Access to the mailroom shall be controlled at all times. Installation of an access control system is an alternative to managing access via personal recognition by mailroom personnel.

4.4.2.2. Installation of an intrusion detection system (IDS) is recommended for after-hours protection.

4.4.2.3. The exterior of the facility shall be appropriately lit during the hours of darkness, to allow security patrols the opportunity to detect unauthorized personnel.

4.4.2.4. The facility or room shall be designated a "Restricted Area," as a minimum designation.

4.4.2.5. In coordination with the CCS, the mail handling activity shall develop a mail security plan, as required under 41 CFR Part 101-9, Part 102-192.85.

4.4.2.6. A photo-ID system shall be used to identify authorized personnel.

4.4.2.7. Visitors shall be escorted at all times.

4.4.2.8. Mailroom operations shall include the use of package screening devices for explosives and chemical/biological agent detection. Any mail identified as suspect shall be reported immediately to security personnel.

4.4.2.9. Centers shall consider establishing a "centralized" shipping and receiving activity to preclude direct customer receipt of threatening or dangerous mail/packages.

4.4.2.10. Self-contained air-handling equipment shall be installed to ensure contaminated air is properly mitigated. Procedures shall be in place for local evacuation of the mailroom facility, and if applicable, the shutdown of the air handling equipment for the mailroom.

4.4.2.11. Where appropriate, Center safety and security organizations shall collaborate on all facility and equipment design aspects of mailroom construction or modifications, to ensure designs meet safety and security operational expectations commensurate with existing threats.

4.5 Security of Medical Supplies and Equipment at Medical Facilities

4.5.1. Security Policy

4.5.1.1. Facilities, vaults, and containers used for storage of controlled medical substances or medically sensitive items shall not be used for storage of classified material.

4.5.1.2. A Serious Incident Report shall be submitted per Chapter 7, NPR 1600.1, NASA Security Program Procedural Requirements, for significant theft, loss, or recovery of Government-owned or possessed narcotics, dangerous drugs, controlled substances, precious metals, radioactive or other sensitive materials, including sensitive medical material or equipment, or mismanagement of stock records or recovery procedures for those items that prevent a determination of loss.

4.5.1.3. Schedule I drugs and substances shall be secured in the same manner prescribed controlled substances.

4.5.2. Personnel who are assigned duties that require access to controlled medical substances and sensitive items storage areas, including volunteers or those who have custodianship or possession of keys and combinations to locks securing such areas, shall be carefully selected and appropriately screened per Chapters 3 or 4, NPR 1600.1, NASA Security Program Procedural Requirements.

4.5.2.1. Criteria for selection of these personnel shall include moral character, prior employment history, maturity, and trustworthiness. Prior to assuming these duties:

a. Designated persons shall have satisfactorily undergone a local records check (LRC). Personnel exhibiting financial irresponsibility shall be excluded from consideration. Non-Government workers (e.g., volunteer workers) shall not be given unsupervised access to controlled medical substances and sensitive items. For new Government employees, results of the required investigation shall be known prior to granting them unescorted access.

b. An interview, by an appropriate Center security official, with the lowest level manager having managerial responsibility for the security of subject items is required. The purpose of the interview is to appraise the individual's character, judgment, reliability, attitude, emotional or mental maturity, and sense of responsibility. The interview shall be documented in writing.

4.5.2.2. The names and duty positions of personnel authorized unaccompanied access to controlled medical substances and medically sensitive items storage areas shall be depicted on a roster, which shall be posted inside the storage area.

4.5.2.3. Access to controlled substances denied to individuals undergoing investigation, treatment, rehabilitation, judicial, or administrative action as a result of actual or suspected drug use may be reinstated when--

a. Suspicions or allegations against the individual are determined to be unfounded.

b. Rehabilitation is successful.

4.5.3. Physical security during shipments of controlled medical substances and medically sensitive items shall be per appropriate NASA directives. In any event, in-transit security must be such that the requirements of this NPR are not violated and that controlled medical substances and medically sensitive items are protected from unauthorized possession, use, and theft.

4.5.4. Disposal of controlled medical substances and items shall be per the provisions of the appropriate NPD and NPR.

4.5.5. Controlled medical substances or sensitive medical items shall be stored in secure storage locations or in locked containers.

4.5.5.1. Containers shall be locked at all times, except during restocking, inventory, or dispensing operations.

4.5.5.2. As a minimum, storage shall be in a location designated as a "Restricted Area," and protection provided shall be consistent with the type of item and perceived local threat of theft or diversion to unauthorized use.

4.5.6. At the close of business, designated personnel shall perform a security check prior to departure from rooms or facilities in which controlled medical substances and sensitive medical items are stored. These security checks shall be documented daily on Standard Form 701, Activity Security Checklist, as a minimum. This form shall ensure that:

4.5.6.1. No controlled items remain unprotected or exposed and that they are secured in designated containers.

4.5.6.2. Security containers are locked and checked properly with such action recorded on an SF 702 (Security Container Check Sheet).

4.5.6.3. All windows, doors, and other openings are secured to deter access to rooms in which containers are located.

4.5.6.4. Other vulnerable equipment or property is stored properly and secured.

4.5.6.5. When the medical facility is not occupied, security checks shall be conducted by security patrols at irregular intervals, not to exceed every 4 hours to avoid establishing a pattern. An intrusion detection system may be installed, to augment security patrol checks.

4.5.6.6. If used, the IDS shall consist of at least two types of intrusion sensors, a means of alarm annunciation at a central monitoring location, from which an armed response force can be dispatched, and electronically supervised circuitry between the two.

4.5.6.7. If the substances are entirely within a container, detection may include a capacitance sensor on the container itself.

4.5.6.8. If the substances are not entirely within a container, IDS sensors shall be installed such that they detect intruders before they breach any components of the vault, room, or building that are associated with providing delay to the intruders. The vault, room, or building shall provide a delay greater than or equal to the time required for the response force to respond to the alarm.

4.5.6.9. Installation of IDS equipment shall be per applicable local specifications. When local conditions dictate, a duress switch or holdup button may be added. Design reviews apply.

4.5.6.10. An SOP for the activation, deactivation, and daily testing of the IDS shall be published by the security office. The SOP shall include instructions for maintaining an accurate IDS log.

4.5.7. All instances of suspected theft, loss, illegal entry, open or unlocked facilities or containers, and other incidents of a suspicious origin shall be reported immediately to designated authorities. Surveillance shall be maintained, until responding personnel arrive at the scene.

4.5.8. Storage areas shall be provided with operational interior and exterior lighting, at all times during the hours of darkness.

4.5.9. Medical Facility security coordinators shall establish procedures for the protection of locks, keys, and combinations used to secure facilities, vaults, and containers in which controlled medical substances and sensitive items are stored.

4.5.10. The number of people with access to keys and combinations shall be the minimum necessary for efficient operations.

4.5.11. Provisions listed in Chapter 5 of this NPR shall be followed in establishing key control procedures.

4.5.12. Clinics and veterinary (animal care) facilities shall conform to the physical security requirements listed below.

4.5.12.1. When duty personnel are in attendance 24 hours a day, normal operating quantities of controlled medical substances and sensitive medical items shall be stored in double-locked containers. Containers must be constructed

so that forced entry is readily apparent to visual examination.

4.5.12.2. When duty personnel are not present 24 hours a day, normal operating quantities of controlled medical substances and sensitive medical items shall be stored in a GSA-approved safe and an additional barrier shall be provided, such as locating safes inside a locked room.

a. Normal operating quantities of controlled medical substances and sensitive medical items shall be stored according to the criteria in paragraph 4.5.12.1. above.

b. If this is not possible, containers constructed of a minimum of 26-gauge steel with a single lock may be used, provided additional security measures are taken (for example, increased surveillance or improved lighting), and provided the steel container is secured inside a locked room.

4.5.13. All storage containers for controlled medical substances and sensitive medical items shall be located in areas designated as "restricted" per Chapter 7, NPR 1600.1, NASA Security Program Procedural Requirements.

4.5.15. Containers shall be secured after duty hours.

4.5.16. To prevent loss or theft during operating hours, containers shall be unlocked only when property is being inserted, removed, or when the container is under the observation of designated personnel.

4.5.17. Unit dose carts containing controlled substances shall be kept in restricted areas when not in use.

4.5.18. To prevent loss or theft during the administration of medications, unit dose carts shall be kept under the physical control or unobstructed observation of designated personnel.

4.5.19. Storage areas shall be provided with operational interior and exterior lighting, at all times during the hours of darkness.

4.5.20. The number of crash carts and emergency trays (essential emergency assemblages) that contain controlled substances shall be kept to a minimum, and shall be provided with maximum security consistent with requirements for immediate availability.

4.5.21. When controlled medical substances or items are issued to emergency medical team personnel assigned to ambulance or emergency vehicle response duties, the controlled substances or items shall not be stored in the vehicle while it is unattended.

4.5.22. Controlled substances and items must remain under control or observation of responsible personnel at all times and, shall be stored in restricted areas when possible.

4.5.23. Locking devices on emergency assemblages hinder immediate availability to controlled medical substances and sensitive items by medical treatment personnel, and shall not be used.

4.5.24. Appropriate sealing devices may be used to indicate tampering and to assist in inventory, but they must be easily opened without the use of a key, combination, or other time-delaying device.

4.5.25. Emergency assemblages containing controlled medical substances shall be sufficiently protected, but must not hamper ready and authorized visual inspection and immediate removal for use.

4.5.26. Accountability and control requirements are per applicable organization policy.

4.5.27. Unused needles, syringes, and other medically sensitive items shall be stored in a locked container.

4.5.28. Used and unused needles and syringes shall not be stored in the same cabinet or container.

4.5.29. Pending final destruction, used needles and syringes may be temporarily stored in closed one-way puncture resistant receptacles ("Sharps" containers).

4.5.30. "Sharps" containers must be of a tamper-resistant design, and must be either:

4.5.30.1. Locked to a mounting device that is securely fastened to the building structure.

4.5.30.2. Located in a room or area that is locked or under continuous visual surveillance of ward or clinic personnel.

4.6 NASA Visitor Centers and Outdoor Exhibit Displays

4.6.1. NASA Visitor Centers traditionally house one-of-a-kind, irreplaceable items of historical significance. Such items are generally considered invaluable because they are irreplaceable and shall be considered sensitive property. They shall be reasonably protected.

4.6.1.2. The degree of protection necessary must be determined locally and in partnership between the NASA COTR, Visitor Center Manager, Center Chief of Security, and supporting facility engineers.

4.6.1.3. Visitor Center buildings and apertures providing access to the building shall be modified or constructed so

as to delay a determined intruder long enough for a security force to respond.

4.6.2. Security measures shall be implemented for those facilities and assets protected under the National Preservation Act of 1966 to the extent permitted. Consistent with this Act, IDS coverage shall be included for all vulnerable windows and doors.

4.6.3. Personnel assigned or attached (including special duty personnel) to staff NASA Visitor Centers must meet the security reliability requirements established in Chapter 4, NPR 1600.1, NASA Security Program Procedural Requirements.

4.6.3.1. At a minimum, a favorable National Agency Check (NAC) and local records check (LRC) shall be required by the Center Security Office before personnel are assigned or attached (including special duty personnel) to Visitor Center duties.

4.6.4. The Visitor Center director, or designee, shall be designated the key custodian, whenever feasible.

4.6.5. Exterior doors used for access to Visitor Centers shall be secured with U.S. Government-approved padlocks (grade II, hardened steel shackle and body), deadbolt or other locks equal to these devices, as determined by the servicing facility engineer, if installation does not detract from the aesthetic value of the facility. The number of exterior doors with exterior exposed padlocks shall be kept to the absolute minimum. All other exterior doors shall be secured on the inside.

4.6.6. Visitor center keys shall be maintained separately from high-value item storage IDS keys.

4.6.6.1. Keys shall not be left unattended or unsecured at any time.

4.6.6.2. The use of a master or multiple key system shall be in accordance with Chapter 5 of this NPR.

4.6.7. Where a NASA Visitor Center or exhibit is protected by an approved IDS, and the IDS is operational, museum personnel, as authorized by the Visitor Center manager, may remove the keys to the Visitor Center or exhibit from the installation at which the Visitor Center or exhibit is located. Unless authorized by the Center Chief of Security (CCS), where an approved IDS is not installed, the Visitor Center keys shall not be removed from the installation, but shall be locked in a secure strongbox in a secured location on post, such as the security dispatch office. Visitor Center personnel, as authorized by the Visitor Center Manager, may retain custody of the keys in this strongbox.

4.6.8. Duplicate keys shall not be kept with operational keys. They shall be maintained by the Visitor Center manager, Center locksmith, or placed in a secure location where they may be accessed by authorized personnel only.

4.6.9. Where combination locking devices are used to secure items such as containers and display cases, the combination shall be controlled and safeguarded to preclude unauthorized access.

4.6.10. Interior and exterior lighting shall be provided in all Visitor Center buildings in which sensitive property is located. Lighting around artifacts shall have proper UV filtering for artifact conservation. Sensitive property is property requiring a high degree of protection and control because of its vulnerability to theft or potential for use in an illegal activity, or for its historic value. As a minimum, all entrances shall be lit during hours of darkness.

4.6.11. Installation of IDS may supplement existing security measures or provide a commensurate degree of protection. Established Center requirements for IDS and access control systems shall apply.

4.6.12. The viewing surfaces of exhibit or display cases shall be constructed of at least 1/4 inch-thick plate glass, transparent acrylic plastic, or transparent poly-carbonate plastic, securely fastened into frames or into the container. UV acrylic shall be used as appropriate to facilitate artifact conservation.

4.6.12.1. Where plate surfaces join at an angle, the edges shall be bonded and rounded to prevent insertion of a pry tool. UV acrylic shall be used as appropriate to facilitate artifact conservation.

4.6.12.2. Cases with hinged openings must have all hinge butts concealed or spot welded, or use a comparable security measure.

4.6.12.3. Non-viewing surfaces of cases shall be constructed to offer a higher degree of protection than the viewing surface.

4.6.13. Workshops used by museum personnel for maintenance or restoration work shall be secured at the close of each business day.

4.6.14. Each Visitor Center shall be attended by at least one member of the Visitor Center staff, who is tasked with Visitor Center security while it is open to the public. This function can be combined with other duties.

4.6.14.1. Visitor Centers that are organized within several separate, non-connecting buildings shall have Visitor Center or security personnel in each facility, an electronic monitoring system, or security personnel shall conduct periodic checks of facilities and displays.

4.6.14.2. The Visitor Center attendant shall be especially alert to detect pilferage, damage, or theft.

4.6.15. To ensure adequate surveillance of all parts of the Visitor Center, the installation of one-way mirrors and electronic sensing devices shall be considered and installed, as appropriate.

4.6.16. NASA Center Chiefs of Security (CCS) shall ensure that all Visitor Centers are on an assigned security patrol route, and that special orders include an unscheduled check at least once every 4 hours by that patrol during non-duty hours on a daily basis.

4.6.17. Large items of historical property that are displayed outdoors in Visitor Center parks shall be anchored to prevent theft.

4.6.17.1. Pilferable component parts shall be secured to the display or removed at the close of each business day.

4.6.17.2. Visitor Center parks and exterior displays shall be provided electronic and/or video surveillance where warranted, and checked periodically by security patrols.

4.6.18. Loss of historical property shall be reported to the security officer for appropriate investigation.

4.7 NASA Child Care Facilities

4.7.1. To the extent practical child care facilities shall be situated and constructed to ensure maximum protection of children and staff. Child care facilities shall not be situated adjacent to Center fence perimeters or critical infrastructure assets. Center security personnel shall be consulted during design processes to ensure appropriate security measures are included.

4.7.2. Retrofitting existing facilities to meet minimum security considerations established by this NPR is essential to offsetting any security vulnerabilities caused by construction deficiencies.

4.7.3. To ensure appropriate access control and personal accountability, NASA Centers shall employ IT-based access control systems at all child care facilities:

4.7.3.1. Center Security Offices shall ensure the installation of an IT-based duress (panic) system throughout the child care facility.

4.7.3.2. All rooms and outside play areas shall have duress capability. Child care staff shall be trained and periodically tested in the use of the duress system.

4.7.3.3. Use of CCTV to assist in management of security at NASA child care facilities is mandatory for outside play areas, facility and fence perimeter, reception areas, and other areas presenting security concerns.

4.7.4. Security fencing shall be installed around all exposed play areas.

4.7.5. All entrance gates shall be secured and made capable of being opened from the inside only.

4.7.6. A key or access control card shall be required to open gates from the outside.

4.7.7. Minimum fencing characteristics shall be in accordance with the specifications outlined in Chapter 6 of this NPR, and additional requirements established below.

4.7.7.1. Playground equipment shall not be installed within 15 feet of a perimeter security fence.

4.7.7.2. Installation of "Privacy Slats" to preclude unauthorized outside surveillance.

4.8 TV, VCR, DVD, Cameras, Bicycles, and other Sensitive Items

Center management shall ensure items of value, as defined in NPR 4200.1E, NASA Equipment Management Manual, are provided protection commensurate with local theft conditions and accountability practices.

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